Membership & Payroll Training
my|CalPERS Student Guide

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my|CalPERS Membership & Payroll Training

Overview

Course description

This course is designed to prepare you to:

- Query participants
- Create and maintain retirement enrollment records
- Create and maintain payroll contribution records
- Make payments to CalPERS

Prerequisites

Before attempting this Instructor-Led Training (ILT), you should have already completed the following my|CalPERS Computer-Based Training (CBT) courses:

CBT-01: my|CalPERS Overview and Demographics for Employers
Which covers how to:
- Navigate through my|CalPERS
- Log in, maintain demographic information, and upload and view documents
- Provide employer certification, receive online help, and access reports

CBT-02: Profile Maintenance for Employers
Which covers how to:
- Keep your employer profile up to date
- Maintain your agency's contact information and business partner relationships

Contents

This ILT guide contains the following topics:

Logging In to my|CalPERS

You must log in to my|CalPERS before you begin any transaction.

Step-by-Step Follow the steps in the table below to log in.

Step	Action	Result
1	Open a new Internet browser window and enter the following URL: **[external training environment URL]**	mylCalPERS website displays.
2	Select the **Log in** button.	*Pre-Login* page displays.
3	Select the **Business Partner** radio button, and then select the **Continue** button.	*Log in to my|CalPERS* page displays.
4	Enter the following: • **Username:** • **Password:**	
5	Select the **Log In** button.	*Conditions of Use of Participant Data for Employers* page displays.
6	Select the **Accept** button.	*My Home* page displays.
	You have completed this scenario.	

Unit 1: Query Features

Overview

Introduction

The my|CalPERS query feature allows you search for a person by their CalPERS ID or Social Security number (SSN).

Search results display in the Search Results section.

Unit objectives

After completing this unit, you will be able to query my|CalPERS for new employees and existing participants.

Contents

This unit contains the following scenarios:

Scenario 1: Query a New Employee

You will be hiring a new, part-time, 15-hour-per-week employee and you need to verify if they are already a CalPERS member.

You will query my|CalPERS to verify membership status for this new employee with your agency.

Step-by-Step

Follow the steps in the table below to query a prospective participant who has never worked for your agency.

Step	Action	Result
1	From the my|CalPERS *My Home* page, select either the **Person Search** link from the left-side navigation menu or the **Person Information** tab from the global navigation tab menu.	*Search for a Person* page displays.
2	Enter the employee’s Social Security number into the **SSN / Federal or Individual Tax ID** field, and then select the **Search** button.	
3	Does the *Search for a Person* page display **Anticipated or Actual Hire Date** in the Hire Date section? • If *yes*, then the prospective participant has a CalPERS appointment history. Continue to Step 4. • If *no*, the *Search for a Person* page displays indicating “No results found” in the Search Results section. The prospective participant does not have CalPERS appointment history and you have completed this scenario.	
4	In the Hire Date section, enter the appropriate date into the **Anticipated or Actual Hire Date** field, and then select the **Continue** button.	*My Profile* page displays.
STOP	You have completed this scenario.	

Scenario 2: Query an Existing Participant

You would like to verify what a participant's current appointment and event details are with your agency.

You will query my|CalPERS for this information.

Step-by-Step Follow the steps in the table below to query an existing participant.

Step	Action	Result
1	From the my|CalPERS *My Home* page, select either the **Person Search** link from the left-side navigation menu or the **Person Information** tab from the global navigation tab menu.	*Search for a Person* page displays.
2	Enter the participant's CalPERS ID in the **CalPERS ID** field, and then select **Search** button. ***Note:*** You may also search for a participant by Social Security number.	*My Profile* page displays.
3	In the Appointment History section, select the appropriate *active* **Employer** link to view your participant's current appointment and event details.	*Appointment Details and Events* page displays.
STOP	You have completed this scenario.	

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Unit 2: Retirement Enrollment

Overview

Introduction

The retirement enrollment process enables you to enroll new employees into retirement and make changes to existing participants using my|CalPERS.

Unit objectives

After completing this unit, you will be able to:

- Enroll a new employee into retirement membership
- Change a participant's Member Category
- Permanently separate a participant
- Process a retired annuitant appointment

Contents

This unit contains the following scenarios:

Scenario 1: New Retirement Enrollment

Your agency is hiring a new permanent full-time employee who has never been in the CalPERS database.

You will enroll this new employee into my|CalPERS for retirement.

Step-by-Step Follow the steps in the table below to process a New Retirement Enrollment.

Step	Action	*Result*
	Entering Demographic Details	
1	From the my|CalPERS *My Home* page, select the **Reporting** global navigation tab.	*Manage Reports* page displays.
2	In the Create or Edit Report section, select **Add Retirement Enrollment** from the **Method** drop-down list, and then select the **Continue** button.	*Add Person* page displays.
3	Populate the following fields in the Person Details section: • **Prefix** • **First Name** • **Middle Name** • **Last Name** • **Suffix** • **SSN** • **Date of Birth** • **Gender**	
4	Populate the following fields in the Address Details section: • **Address Type** • **Address** • **Country** • **City** • **State** • **ZIP Code**	*Add Person* page displays.

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Scenario 1: New Retirement Enrollment, continued

Step-by-Step (continued)

Step	Action	*Result*
5	Populate the following fields in the Communication Details section: • **Phone Type** • **Phone Number** and **Extension** (if applicable**)** • **Email** ***Note:*** If entering more than one phone number or email address, select the radio button for which one is **Primary**.	
6	Select the **Save & Continue** button.	*Confirm Address* page displays.
7	In the Confirm Address section, select the appropriate radio button for **U.S. Postal Service Matches**, and then select the **Confirm** button.	*Add Person* page displays.
8	At the bottom of the page, select the **Save & Continue** button. ***Note:*** The participant's demographic information is saved in my|CalPERS ***Important!*** A **unique 10-digit CalPERS ID** is created for the new participant.	*Appointment Details* page displays.

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Scenario 1: New Retirement Enrollment, continued

Step-by-Step (continued)

Step	Action	*Result*
	Entering Appointment Details	
9	Populate the following fields in the Appointment Details section: • **Program** • **Enrollment Eligibility Date** • **Original Hire Date** • **Member Category** • **Position Title** • **Work Calendar** • **Retired Annuitant?: "No"** • **Temporary Position?** ***Important!*** Appointment information is critical to the retirement enrollment process. After you enter the participant's demographic information into my|CalPERS, you must enter the participant's correct appointment information. ***Important!*** Until the appointment information is entered, the new employee cannot be enrolled in a retirement program.	
10	In the Member Information section, populate the following fields: • **Is member subject to local Alternate Retirement Plan?** • **Is the member subject to Social Security?** • **Is the member participating in '59 survivor benefits?** • **Optional Member?** • **Is this a CalPERS covered Position for which the member elects State Teachers Retirement System (STRS) enrollment?** ***Note*****:** The above member election information is visible depending on the agency's contract with CalPERS. ***Note:*** For additional information regarding member elections, see the following page.	

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Scenario 1: New Retirement Enrollment, continued

Step-by-Step (continued)

Step	Action	*Result*
11	Select the **Save** button. ***Important!*** A **unique 10-digit CalPERS ID** is created for the new participant. ***Note:*** The new participant is enrolled in the appropriate retirement program. ***Note:*** A retirement welcome packet is sent to the participant informing them of general retirement program information and requesting survivor and beneficiary information. ***Note:*** An appointment ID is created for the new appointment.	*Appointment Details and Events* page displays.
STOP	You have completed this scenario.	

Member election explanations

The following member election information can be entered with retirement enrollment information:

- **Local Alternate Retirement Plan (ARP):** If your agency is contracted to place your new employees into an ARP plan.
- **Social Security:** my|CalPERS tracks social security election information only for applicable programs with active social security contracts
- **’59 Survivor:** You can enroll a member if they were a CalPERS member at the time this benefit was added to your contract with CalPERS and they elect this option (all participants brought into membership (or enrolled in CalPERS) after the benefit was added are automatically included). my|CalPERS sends you notification of any eligible participants who have not made this election.
- **Optional Members:** If you are enrolling an optional member you can upload the associated election document
- **CalSTRS/CalPERS:** If you are enrolling a member that can elect CalSTRS you can upload the associated election document

Scenario 2: Change Member Category

Your safety cadet has graduated from the academy and is now a fully-fledged safety officer. The former cadet is now part of the "Safety" member category instead of "Miscellaneous."

You must input the appointment change using my|CalPERS.

Step-by-Step Follow the steps in the table below to process a Change Member Category.

Step	Action	Result
1	From the my|CalPERS *My Home* page select the **Reporting** global navigation tab.	*Manage Reports* page displays.
2	In the Create or Edit Report section, select **Edit Retirement Enrollment** from the **Method** drop-down list, and then select the **Continue** button.	*Search for a Person* page displays.
3	In the Person Search section, enter the participant's **SSN / Federal or Individual Tax ID** or **CalPERS ID**, and then select the **Search** button. ***Note:*** You may also search for a participant by Social Security number.	*My Profile* page displays.
4	In the Appointment History section, select the appropriate *active* **Employer** link.	*Appointment Details and Events* page displays.
5	In the Appointment Event History section, select the **Add New** button.	*Appointment Change* page displays.
6	In Appointment Event Details section, select **Appointment Change** from the **Event** drop-down list.	Appointment Event Details section expands.
7	Enter the date of the change into the **Event Date** field.	
8	Select the participant's new Member Category from the **Member Category** drop-down list.	Bottom of Appointment Event Details section self-populates with additional questions.
9	Populate the following fields accordingly: • **Work Calendar** • **CBU** • **Position Title**	

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Scenario 2: Change Member Category, continued

Step-by-Step (continued)

Step	Action	Result
10	Select the **Yes** or **No** radio button for: • **Temporary Position?** • **Is Member subject to local Alternate Retirement Program (Gov Code Section 20306)?** • **Is Member participating in '59 Survivor benefits?** • **Is this a CalPERS covered Position for which the member elects State Teachers Retirement System (STRS) enrollment?**	
11	Select the **Save** button. ***Note:*** The participant's **Member Category** now reflects the change: a new line item indicating "Appointment Change" displays in the **Event** column. ***Note:*** Appointment Details section reflects change of **Member Category**.	*Appointment Details and Events* page displays.
STOP	You have completed this scenario.	

Other updates to retirement enrollment

You can submit retirement enrollment changes directly into my|CalPERS. Some common updates include:

- Leaves
- Member category changes
- Temporary and permanent separations
- Demographic changes (name, address, date of birth, SSN)
- Corrections to appointment information
- Deletions of appointment information

Scenario 3: Permanent Separation from an Appointment

A participant informs you that they are resigning, so you will need to permanently separate them from your agency.

You must input the Permanent Separation appointment event into my|CalPERS.

Step-by-Step Follow the steps in the table below to process a Permanent Separation.

Step	Action	Result
1	From the my|CalPERS *My Home* page, select the **Person Search** left-side navigation link.	*Search for a Person* page displays.
2	Enter the participant's **SSN / Federal or Individual Tax ID** or **CalPERS ID** into the Person Search section, and then select the **Search** button.	*My Profile* page displays with participant's profile and communication summary.
3	In the Appointment History section, select the appropriate *active* **Employer** link. ***Note:*** You may also search for a participant by Social Security number.	*Appointment Details and Events* page displays.
4	In the Appointment Event History section, select the **Add New** button.	*Appointment Change* page displays.
5	Populate the following fields in the Appointment Event Details section: • **Event: "Permanent Separation"** • **Event Date** • **Separation Reason: "Other"** • **Unused Sick Leave** • **Unused Education Leave**	Bottom of Appointment Event Details section self-populates with additional questions after Event is selected.
6	Select the **Save** button. ***Note:*** A new line item indicating the participant's Permanent Separation displays in the **Event** column in the Appointment Event History section.	*Appointment Details and Events* page displays.
	You have completed this scenario.	

Scenario 4: Retired Annuitant Appointment

Public agencies and schools that hire retired annuitants are required to process an appointment for them and report their earnings in my|CalPERS.

Your agency is hiring a CalPERS retiree as a retired annuitant. You will enter their appointment information using my|CalPERS.

Important! You must enroll a retired annuitant using the participant's **Social Security number** instead of CalPERS ID.

Step-by-Step Follow the steps in the table below to process a Retired Annuitant appointment.

Step	Action	Result
	Entering Demographic Details	
1	From the my|CalPERS *My Home* page, select the **Reporting** global navigation tab.	*Manage Reports* page displays.
2	In the Create or Edit Report section, select **Add Retirement Enrollment** from the **Method** drop-down list, and then select the **Continue** button.	*Add Person* page displays.
3	Populate the following fields in the Person Details section: • **First Name** • **Last Name** • **SSN** • **Date of Birth** • **Gender**	
4	Populate the following fields in the Address Details section: • **Address Type** • **Address** • **Country** • **City** • **State** • **ZIP Code**	

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Scenario 4: Retired Annuitant Appointment, continued

Step-by-Step (continued)

Step	Action	Result
5	Populate the following fields in the Communication Details section: • **Phone Type** • **Phone Number** and **Extension** (if applicable**)** • **Email** ***Note:*** If entering more than one phone number or email address, select the radio button for which one is **Primary**.	
6	Select the **Save & Continue** button.	*Confirm Address* page displays.
7	In the Confirm Address section, select the appropriate radio button for **U.S. Postal Service Matches**, and then select the **Confirm** button.	*Add Person* page displays.
8	At the bottom of the page, select the **Save & Continue** button. ***Note:*** The participant's demographic information is saved in my|CalPERS.	*Appointment Details* page displays.
	Entering Appointment Details	
9	Populate the following fields in the Appointment Details section: • **Program** • **Enrollment Eligibility Date** • **Original Hire Date** • **Member Category** • **Position Title** • **Work Calendar** • **Retired Annuitant?: "Yes"** • **Temporary Position? "No"**	

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Scenario 4: Retired Annuitant Appointment, continued

Step-by-Step (continued)

Step	Action	Result
10	Populate the following fields in the Member Information section with "NO": • **Is member subject to local Alternate Retirement Plan?** • **Is the member subject to Social Security?** • **Is the member participating in '59 survivor benefits?** • **Optional Member?** • **Is this a CalPERS covered Position for which the member elects State Teachers Retirement System (STRS) enrollment?**	
11	Select the **Save** button. ***Note:*** The retired annuitant is now enrolled in my|CalPERS.	*Appointment Details and Event* page displays.
STOP	You have completed this scenario.	

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Unit 3: Payroll Contribution Reporting

Overview

Introduction

my|CalPERS has advanced functionality with regards to payroll contribution reporting, such as the "Apply Mass Update" capability and identifying Special Compensation category and type.

Once active participants or retired annuitants have a retirement appointment with your agency in my|CalPERS, you can create or modify their payroll records.

Unit objectives

After completing this unit, you will be able to:

- Copy forward a payroll report file
- Add, delete, or modify a payroll record for Active Participants
- Add, delete, or modify a payroll record for a Retired Annuitant
- Correct errors
- Submit and process a payroll report

Contents

This unit contains the following scenarios:

Scenario 1: Copy Forward an Existing Payroll Report

You need to submit a CalPERS payroll report for the current pay period. You will do this by copying forward a payroll report from a previous pay period.

You will copy forward using my|CalPERS.

Step-by-Step Follow the steps in the table below to copy forward an existing payroll report.

Step	Action	Result
1	From the my|CalPERS *My Home* page, select the **Reporting** global navigation tab.	*Manage Reports* page displays.
2	In the Create or Edit Report section, select **Copy Prior Posted Payroll Report** from the **Method** drop-down list, and then select the **Continue** button. ***Note:*** Copy Forward only copies forward the earned period records; adjustment records are not copied over to the new created report.	*Create Payroll Report* page displays.
3	Populate the following fields: • **Program** • **Report Type** • **Payroll Schedule** • **Earned Period** • **Prior Posted Payroll Report** ***Note:*** The Report Summary sub-section is populated with information from the prior posted report chosen to copy forward.	
4	Select the **Save & Continue** button.	Information is saved and the *View Payroll Records* page displays with the copied records.

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Scenario 1: Copy Forward an Existing Payroll Report, continued

Step-by-Step (continued)

Step	Action	Result
5	Perform the following as needed: • Add new payroll records for participants not on the previous payroll report ***Note:*** You may sort records by any of the column headers; examples include Name, Member Category, or Status. • Delete records for separated participants ***Note:*** Delete a record by selecting the checkbox next to the participant's SSN, then selecting the **Delete** button. • Edit and update records for pay and special compensation adjustments ***Note:*** Edit specific participant records by selecting their SSN link. ***Important!*** After editing a participant's payroll record, selecting the **Save & Exit** button returns you to the *View Records* page. The **Save & Continue** button takes you to the next participant's record if you selected more than one record to edit using specified criteria in the Search for a Record in the Report section. ***Note:*** Selecting the **Process Report** button will process the current copied forward payroll report.	
STOP	You have completed this scenario.	

Scenario 2: Add a Payroll Record for a New Active Participant

After copying forward the payroll data for your agency, you need to add a new participant to the payroll report before submitting in my|CalPERS.

Important! To add a new record to a payroll report, you must first search for the participant in the Search for a Record in the Report section. When no results are found, you can then add a new record to the report.

Step-by-Step Follow the steps in the table below to add a new payroll record for a new active participant.

Step	Action	Result
	Add Participant Payroll Record	
1	Populate the following fields in the Search a Record in the Report section. • **SSN** or **CalPERS ID** • **Last Name**	
2	Select the **Search** button.	*View Payroll Records* page displays.
3	In the Records Present in the Report section, select the **Add New** button.	*Maintain Payroll Record* page displays with participant's Payroll Record Details.
4	In the Maintain Record Details section, ensure correct **Begin** and **End Dates** are pre-populated in their appropriate fields. ***Note:*** **Payroll Record Memo** field is optional.	
	Add Earnings	
5	In the Maintain Record Details section, select the **Display** button.	*Maintain Payroll Record* page displays. Maintain Record Details section expands.

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Scenario 2: Add a Payroll Record for a New Active Participant, continued

Step-by-Step (continued)

Step	Action	Result
6	In the Maintain Record Details section, populate the following fields in the Earnings sub-section: • **Appointment** radio button • **Transaction Type** • **Pay Rate Type** • **Pay Rate** • **Reportable Earnings** • **Scheduled Full Time Hours Per Week**	
7	In the Maintain Records Details section, enter the correct contribution amounts (Tax Deferred, Survivor, etc.) as required into the Contributions sub-section.	
8	Select **Save & Exit** button to return to the *View Payroll Records* page. ***Note:*** The new payroll record is created and saved with a status of “Valid” in the Records Present in the Report section.	*View Payroll Records* page displays.
STOP	You have completed this scenario.	

Scenario 3: Add a Payroll Record for a Retired Annuitant

Your agency hired a CalPERS retiree as a retired annuitant whose appointment has been processed. You will now report their earnings, pay rate, and hours worked through Payroll in my|CalPERS.

Important! To add a new record to a payroll report, you must first search for the participant in the Search for a Record in the Report section. When no results are found, you can then add a new record to the report.

Step-by-Step Follow the steps in the table below to add a retired annuitant's payroll record.

Step	Action	Result
	Add Retired Annuitant Payroll Record	
1	Populate the following fields in the Search a Record in the Report section, then select the **Search** button. • **SSN** or **CalPERS ID** • **Last Name**	
2	In the Records Present in the Report section, select the **Add New** button.	*Manage Reports* page displays.
3	In the Maintain Record Details section, ensure that the current pay period's **Begin** and **End Dates** are correctly pre-populated. ***Note:*** **Payroll Record Memo** field is optional.	
	Add Earnings	
4	In the Maintain Record Details section, select the **Display** button.	Maintain Records Details section expands displaying the Earnings and Contributions sub-section.
5	Select radio button for Appointment.	
6	Select **Earned Period No Contribution No Service** from **Transaction Type** drop-down list.	
7	Select **Hourly** from **Pay Rate Type** drop-down list.	

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Scenario 3: Add a Payroll Record for a Retired Annuitant,
continued

Step-by-Step (continued)

Step	Action	Result
8	Populate the following fields accordingly: • **Pay Rate** • **Reportable Earnings** • **Scheduled Full Time Hours Per Week** • **Total Hours Worked** ***Note:*** **Contributions** are not entered since the participant is a retired annuitant and **not** an active member.	
9	Select **Save & Exit** button to return to the *View Payroll Records* page. ***Note:*** The newly-added payroll record for the retired annuitant will be listed in the Records Present in the Report section with a "Valid" status.	*View Payroll Records* page displays.
STOP	You have completed this scenario.	

Scenario 4: Search for a Record in a Payroll Report

You have already processed a payroll Copy Forward. You wish to search for specific information within a payroll record in my|CalPERS.

Step-by-Step Follow the step in the table below to search for records in a payroll report.

Step	Action	Result
1	To find a specific participant, enter their **SSN, CalPERS ID**, or **Last Name** in the Search a Record into the Report section, and then select the **Search** button. ***Note:*** You may also search for records by **Record Type, Member Category, Transaction Type,** or **Record Status**. Only records matching search criteria will display in the Records Present in the Report section. ***Note:*** In the Records Present in the Report section, you may sort records by column heading: **SSN, CalPERS ID, Division, Name, Earned Period, Member Category**, or **Status**.	Selected information within the payroll record displays in the Records Present in the Report section.
	You have completed this scenario.	

Scenario 5: Modify an Existing Payroll Record and Correct Error

You wish to add Special Compensation to a participant's payroll record that is contained within your copied forward payroll report. After doing so, an error is detected and must be corrected.

You need to update and correct the participant's payroll information in my|CalPERS.

Step-by-Step Follow the steps in the table below to modify a participant's payroll record.

Step	Action	Result
1	In the Records Present in the Report section, select the **SSN** link next to participant whose record you wish to modify. ***Important!*** If updating several participants' payroll records, you may select their checkboxes, and then select the **Edit Select Records** button. The Records Present in the Report section will then repopulate with only those selected participants' records.	*Payroll Record Details* page displays.
2	Select the **View Special Compensation** link.	*View Special Compensation* page displays.
3	Select the **Add New** button.	*Maintain Special Compensation Details* page displays.
4	Populate the following fields: • **Special Compensation Category** • **Special Compensation Type** • **$ Amount** ***Note:*** Selecting **Unknown** will prompt a call to you from the Compensation Review unit.	
5	Select the **Save** button. ***Note:*** **The Special Compensation Record entered is added successfully** message should appear at the top of the page.	*View Special Compensation* page displays.

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Scenario 5: Modify an Existing Payroll Record and Correct Error, continued

Step-by-Step (continued)

Step	Action	Result
6	At the bottom right of the page, select the **Return** link to return to the participant's payroll record.	*Payroll Record Details* page displays. **Special Compensation** field is updated to reflect new dollar amount.
7	Select the **Save & Exit** button.	*View Payroll Records* page displays with Errors section at the top of the page.
8	When the **Error** message appears at the top of the page, enter the correct dollar amount(s) in the appropriate field(s), as indicated within the error message.	
9	Select the **Save & Exit** button. ***Note:*** The participant's payroll record is updated and the status is set to **"Valid."**	*View Payroll Records* page displays.
STOP	You have completed this scenario.	

Scenario 6: Post Payroll Report

All records in the current payroll report have been added or amended as needed, and you now need to post the report and send it to CalPERS.

Step-by-Step Follow the steps in the table below to post a payroll record in my|CalPERS.

Step	Action	Result
1	From the *View Payroll Records* page, select the **Process Report** button. ***Note:*** my|CalPERS initiates a series of validations of the payroll file. ***Important!*** When the validation is complete, the payroll date range will turn into a link, and the Status of the submitted payroll record will change: • If no errors are found, the Status will change from "Processing" to "Posted" and you have completed this scenario. • If even one error is found, the Status will change from "Processing" to "Suspended," and you will use the same steps per Unit 3, Scenario 5, to correct the error(s), and then select the **Process Report** button to resubmit the report.	*Manage Reports* page displays. In the Work on Existing Payroll Reports section, the submitted current payroll date range displays in the **Earned Period/Adjustment Date** column with the status of "Processing."
STOP	You have completed this scenario.	

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Unit 4: Making Payments

Overview

Introduction

Receivables are financial obligations (e.g., employer contributions, Service Credit Purchases, administrative fees, etc.) that your agency has to CalPERS and require full payment.

Note: You will receive a statement/invoice to notify you when you have a new receivable or when you are late in making payments on a receivable. The statement is delivered according to your preferred method of communication.

Unit objectives

After completing this unit, you will be able to use my|CalPERS to:

- Establish and maintain payment accounts
- Make payments on your receivables
- View your receivables and billing/payment summary
- Use the Quick Pay feature

Contents

This unit contains the following scenarios:

Scenario 1: Establishing Payment Accounts

Payment accounts

You must set up at least one payment account to make payments toward your receivables.

Note: If you set up more than one payment account, different accounts can be used for different receivables.

Payment account types

The type of payment account indicates where payments are withdrawn. You will only have the **"EFT – Debit"** payment account type available to withdraw funds electronically from a checking account to make payments.

In this lesson, you will learn to add a payment account to make payments on your receivables.

You work in financial services for your agency and would like to establish a payment account within my|CalPERS for making payments. You plan to add a new banking account holder and account within the system.

Step-by-Step

Follow the steps in the table to add a new payment account in my|CalPERS.

Step	Action	Result
1	From the my|CalPERS *My Home* page, select the **Profile** global navigation tab.	*Business Partner Summary* page displays.
2	Select the **Receivables** local navigation link.	*Receivables* page displays.
3	Select the **Payment Accounts** left-side navigation link.	*Banking Accounts* page displays.
4	In the Banking Accounts section, select the **Add New** button.	*Maintain Banking Account* page displays.
5	Populate the following fields in the Add New Banking Account section: • **Banking Account Type** • **Account Holder Name(s)** • **Banking Account Number** • **Re-enter Banking Account Number** • **Nine Digit Routing Number** • **Payment Account Nickname**	

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Scenario 1: Establishing Payment Accounts, continued

Step-by-Step (continued)

Step	Action	Result
6	Did you re-enter the banking account number correctly? • If *yes*, then continue to Step 7. • If *no*, then re-enter the correct banking account number so both numbers match. Continue to Step 7.	
7	Does your routing number match a financial institution? • If *yes*, then continue to Step 8. • If *no*, then re-enter a new routing number or contact the financial institution. Continue to Step 8.	
8	Select the **Save & Continue** button. ***Note:*** Account information is saved. ***Note:*** To navigate away from this page, select any of the global navigation tabs within my|CalPERS.	*Banking Accounts* page displays and routing number is validated against known financial institutions.
STOP	You have completed this scenario.	You have successfully added a new payment account which will allow you to pay your receivables by EFT – Debit.

Same routing number for more than one financial institution

More than one financial institution may be found for a routing number (i.e., when two financial institutions merge or when small institutions share a routing number).

Important! When this happens, you must select the appropriate financial institution from the list of names in the Confirm Financial Institution Name section by selecting the **Confirm** button.

Continued on next page

Scenario 1: Establishing Payment Accounts, continued

Deleting payment accounts

If you delete a payment account that was associated to a pending payment, you should associate the payment(s) to a different payment account and reschedule the payment so the receivable does not become delinquent.

Note: If you delete a payment account that was associated to automatic payments, you should reschedule all automatic payments associated to the deleted payment account so the receivable payments do not become delinquent.

Scenario 2: Making Payments

You need to make a payment toward your agency's receivable(s) as part of your employer reporting duties.

You will make a payment online using my|CalPERS.

Step-by-Step Follow the steps in the table below to make a payment for contributions.

Step	Action	Result
	Set Up Payment	
1	From the my|CalPERS *My Home* page, select the **Profile** global navigation tab.	Your Business Partner *Summary* page displays.
2	Select the **Receivables** local navigation link.	*Receivables* page displays.
3	In the Receivables section, select the checkbox for the appropriate **Receivable ID**.	
4	Select the **Make Payment** button at the bottom left side of the page.	*Summary* section displays providing the receivable ID, description, issue date, amount, and due date.
5	Select the **Make a Payment** button at the bottom left side of the page.	The *Summary*, *Payment Information*, *Payment Method*, and *Payment Account* sections display.
6	Within the Payment Information section, select a **Payment Amount** radio button.	
7	In the Payment Method section, select the **"EFT – Debit"** from the **Payment Method** drop-down list.	
8	In the Payment Account section, select the appropriate **Payment Account**. ***Note:*** Selecting the **New Payment Account** radio button is for setting up a new account not already listed in the drop-down list above, if you hadn't completed Scenario 1.	The banking institute that we added in Scenario 1 should prepopulate in the **Payment Account** drop-down list.
9	Select the **Save & Continue** button.	Payment information is saved and the *Payment Setup Summary* page displays.

Continued on next page

Scenario 2: Making Payments, continued

Step-by-Step (continued)

Step	Action	Result
	Agree to Payment Terms	
10	In the CalPERS Terms and Conditions for Electronic Payments and Automatic Payment section, select the **I have read and I understand CalPERS On-Line Terms and Conditions** checkbox.	
11	In the e-Signature section, select the **I have read and agree to the Electronic Signature Agreement above** checkbox.	
12	Select the **Save & Continue** button.	*Payment Request Acceptance* page displays
	You have completed this scenario.	You have successfully paid your receivable using the EFT- Debit method in my|CalPERS.

Scenario 3: View Receivables and Billing & Payment Summary, and Quick Pay

Billing & Payment Summary

For most CalPERS receivables, you have the option to pay off the receivable either by making one full payment, or multiple individual payments so that it is fully paid off before the payment due date. You can also set up a payment schedule to pay the receivable over time. This section demonstrates how you can view multiple types of receivables that are due and submit the necessary payments.

Quick Pay option

The Quick Pay option allows you to make payments on multiple receivable types using an existing banking account. For most receivables, you will have the option to enter any payment amount as long as it does not exceed the receivable amount.

You work in financial services for your agency and want to view detailed information about your agency's ongoing receivables.

You can view summary information related to your billing and payments for contribution reporting using my|CalPERS. This includes:

- Year-to-date contributions and payments for your defined benefit plan(s)
- Year-to-date contributions and payments for your Supplemental Income Plan(s)
- Health premium deductions
- Administrative and other fees

Step-by-Step

Follow the steps in the table below to review receivables and the billing and payment summary in my|CalPERS.

Step	Action	Result
1	From the my|CalPERS *My Home* page, select the **Reporting** global navigation tab.	*Manage Reports* page displays.

Continued on next page

Scenario 3: View Receivables and Billing & Payment Summary, and Quick Pay, continued

Step-by-Step (continued)

Step	Action	Result
2	Select the **Billing and Payments** local navigation link. ***Note:*** The *Billing and Payment Summary* page displays the different program types for which you owe a receivable. The program types are broken down into sections and provide: • Year-To-Date Contributions • Year-To-Date Payments • Outstanding Balance ***Important!*** Within the Contribution for Defined Benefit section, employers may have more than one rate plan in accordance to their CalPERS contract (i.e. miscellaneous or safety).	*Billing and Payment Summary* page displays.
3	Within the Billing and Payment Summary section, select the **Make Payment** hyperlink.	The Summary (Quick Pay) section displays.
4	Within the Summary (Quick Pay) section, select the **Calculate Total Payment Amount** button. ***Note:*** You can enter a **Quick Pay Amount** for your PA Billing and PERS contributions.	Payment Information section displays total payment amount due.
5	In the Payment Method section, select the **"EFT – Debit"** from the **Payment Method** drop-down list.	
6	In the Payment Account section, select the appropriate **Payment Account**.	
7	Select the **Save & Continue** button.	Payment information is saved and the *Payment Setup Summary* page displays.
8	In the CalPERS Terms and Conditions for Electronic Payments and Automatic Payment section, select the **I have read and I understand CalPERS On-Line Terms and Conditions** checkbox.	

Continued on next page

Scenario 3: View Receivables and Billing & Payment Summary, and Quick Pay, continued

Step-by-Step (continued)

Step	Action	Result
9	In the e-Signature section, select the **I have read and agree to the Electronic Signature Agreement above** checkbox.	
10	Select the **Save & Continue** button.	*Payment Request Acceptance* page displays
STOP	You have completed this scenario.	You have successfully paid using the EFT- Debit method in my|CalPERS

Appendix: Terms and Definitions

Overview

Introduction

This appendix contains commonly-used terms in my|CalPERS which pertain to the topics in this ILT Guide.

Note: Terms and definitions are listed alphabetically.

Contents

This unit contains the following scenarios:

Membership Terms and Definitions

Appointment	An ***appointment*** is a continuous block of employment with a single employer from the point of hire until permanent separation. Appointment information is required for retirement enrollment.
Appointment change	An ***appointment change*** is a type of appointment event that indicates there has been a change to the appointment. The types of changes include: • Position title • Member category • Collective bargaining unit • Work calendar
Appointment event	An ***appointment event*** is a change that impacts the appointment. Examples include: • New appointment • Appointment change • Site change • Begin leave • End leave • Permanent separation • Left bench • To local ARP • Return from local ARP • Reclassification
Appointment event correction	An ***appointment event correction*** is a correction made to any appointment event (i.e., if the member category was entered incorrectly, you may correct the appointment event).
Appointment event deletion	An ***appointment event deletion*** is done to remove an appointment event (i.e., if a 'permanent separation' appointment event was mistakenly entered, you may delete the 'permanent separation' appointment event to remove it from the appointment record).

Continued on next page

Membership Terms and Definitions, continued

Appointment event date	The date the appointment event occurs.
Appointment ID	A unique number associated to each new appointment. If a participant has multiple appointments, they will have multiple appointment identification numbers.
Member category	The category assigned by the employer when a participant receives an appointment.
Optional membership	You may generate and/or upload optional member election forms and enter the optional election information into my|CalPERS.
Retirement enrollment	It includes the reporting of membership enrollment and appointment information for active participants and retired annuitants.
Retirement enrollment record	Information pertaining to a participant's retirement enrollment. It includes demographic and appointment information. The combination of demographic and appointment information (including appointment events) comprises the process of retirement enrollment.
Work calendar	The position's yearly work calendar defining the number of actual work months versus months paid.

Payroll Terms and Definitions

Adding a record

To add a new record to a payroll report, you must first search for the employee. When no results are found for the employee (i.e., the employee does not have a payroll record within the report), you select to add a new record to the report.

Adjustment reports

The following types of adjustment reports can be uploaded to modify posted and unposted records:

- **Payroll – Adjustments:** Contains adjustment records for payroll, service credit purchase, and/or overpayment deduction records

- **Supplemental Income Plans – Adjustments:** Contains adjustment records for SIP records

Note: The overpayment deduction record type is the only record type that cannot have a negative adjustment value. The remaining adjustment records can be for positive or negative amounts.

Approved extension request

Once CalPERS approves or rejects your extension request, you will receive a payroll schedule change notice informing you of the status of your request. If your request is approved you must report payroll by the newly extended due date to avoid a late payroll reporting fee.

Calculating member contributions

Upon selecting the **Process Report** button, member contributions for the submitted payroll report are automatically calculated by my|CalPERS. If the calculated member contribution is not equal to the sum of the reported taxed member contributions, tax deferred member contributions, and tax deferred Employer Paid Member Contributions (EPMC), an error message will occur.

Cancelling a payroll report

You can select the **Cancel** button on the *Payroll Report Detail* page to cancel (or delete) a report that has zero posted records.

If any of the records within a report have posted, the report cannot be canceled and an adjustment report must be submitted to update any incorrect payroll records.

Continued on next page

Payroll Terms and Definitions, continued

Contribution types: Employer

Information about the following two employer contributions types may be contained within a payroll record:

- **Tax Deferred Employer Paid Member:** Tax deferred and paid by the employer for the specified earned period
- **Tax Deferred Employer Paid Additional Contributions:** Additional contributions that are tax deferred and paid by the employer (this program is discontinued and is not available to new members, i.e., this type of contribution is only applicable to members who have participated in the program continuously prior to July 1, 1983)

Contribution types: Member

A payroll record may contain information about the following types of member contributions for the specified earned period:

- **Taxed Member Paid:** Taxed and paid by the employee for the specified earned period
- **Tax-Deferred Member Paid:** Tax-deferred and paid by the employee for the specified earned period
- **Survivor Contribution:** Paid by the employee into a 1959 survivor account during the specified earned period
- **Taxed Member Paid Additional Contribution:** Additional contributions that are taxed and paid by the employee (this program is discontinued and is not available to new members, i.e., this type of contribution is only applicable to members who have participated in the program continuously prior to July 1, 1983)
- **Judges Survivor Contribution – Spouse:** JRS contributions for the Survivor Benefit election (Article 5)
- **Judges Survivor Contribution – Children:** JRS contributions for the Surviving Children Benefits election (Article 5.1)

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Payroll Terms and Definitions, continued

Copy forward a previous report

As an alternative to uploading a file with new payroll records, you can copy a previously posted payroll report, make modifications to the copied records, and then submit the report for the current earned period.

This method is best used when earnings are the same (or very similar) across earned periods.

Note: When an adjustment record has been submitted to correct a previous payroll report record, the adjustment record will not be copied forward when you copy the original payroll record.

Deleting a record

You can also search a payroll report to select a record(s) to delete. Once you delete a payroll record, you cannot retrieve it. If you delete a record by mistake, you must create a new record.

Downloading files

You can download a payroll report file in order to sync or correct payroll information. Once you select the type of records you want to download, the actual records that meet the criteria are extracted onto the file and are transmitted via a Web browser.

You can select to download the following files:

- **Full File:** Contains all records within the report, including posted records and records with errors
- **File with Posted Records only:** Contains posted records only
- **File with Unposted Records Including Errors:** Contains all unposted records

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Payroll Terms and Definitions, continued

Employee with multiple records in a single report

Employees can have more than one payroll record within a single payroll report (i.e., An employee who works for multiple school districts within a single county will have multiple payroll records submitted in that county's payroll report. Each payroll record will indicate the district that is reporting payroll information for the employee.).

If multiple records are reported for an employee in a payroll report, and one of the records has an error, all records for the participant in that report are set to an 'error' status and will not post until the record(s) with errors are resolved.

Gap schedule: creating

When an existing payroll schedule is replaced with a new type of payroll schedule (i.e., a monthly payroll schedule type is replaced with a semi-monthly schedule), a Gap schedule may be generated if the begin date of the new schedule is more than one day after the end date of the schedule being replaced. The Gap schedule covers the time period between the two schedules.

Note: The Gap schedule is generated at the time that the request for the new payroll schedule is submitted, however, the Gap schedule is not activated until the new payroll schedule is approved.

Important! A payroll schedule change notice is sent notifying you that your request to replace the payroll schedule has been submitted for review.

Gap schedule: reporting for

When a Gap schedule is generated, you must submit a payroll report for both the Gap schedule and for the new payroll schedule.

Note: The Gap schedule only occurs once, at the time that the payroll schedule change occurs. You will not continue to report for the Gap schedule.

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Payroll Terms and Definitions, continued

Maintaining reports

You can view payroll records in a report that is no longer in the 'processing' status, to modify the information by:

- Adding a new record only if the status of the payroll report is not ‘processing’ or ‘posted’
- Deleting a record only if the status of the payroll report is not ‘processing’ or ‘posted’ and the record status is not ‘posted’
- Updating a record only if the status of the payroll report is not ‘processing’ or ‘posted’ and the record status is not ‘posted’

Maintaining payroll schedules

You can submit requests to add, update, or delete one or multiple payroll schedules.

Manually entering an adjustment record

You can also manually create a payroll adjustment record. Upon submission, the adjustment record is validated and then posted to the member’s account.

Manually entering payroll records

You can create a payroll report by manually entering the necessary information for each payroll record within the report.

Mass updates: applying

You can apply mass updates to increase the percentages of the following values for all employee records in a report:

- Pay rate
- Earnings
- Contributions

Note: Mass updates can only be performed on *unposted* payroll records with an “earned period reporting” transaction type (i.e., to adjust contributions or deductions for the current earned period).

Continued on next page

Payroll Terms and Definitions, continued

Mass update: narrowing

You can narrow the records you apply a mass update to by selecting a particular member category and/or a distinct error. Updates are then only applied to the payroll records with the member category and/or error that you select.

Overriding error threshold

You can override the error threshold and submit all records that are valid within a report (regardless of a report containing error records) by selecting the **Accept Valid Records** button.

Note: This override can only be performed for the Payroll, Payroll Adjustment, or Payroll Gap report types. This button does not appear when submitting a SIP report type.

Payroll record details

A payroll record will report the following types of information about the employee's record for the specified earned period:

- **Payroll record memo:** Information you entered about the payroll record or the information for a payroll record reported through File Upload or FTP
- **Appointment:** Information about each of the employee's appointments, including the CalPERS ID, appointment date, and associated member category
- **Pay Rate Type:** Denotes the pay rate type for paying employees either an hourly, daily, or monthly amount
- **Reportable Earnings:** Denotes the employee's earnings
- **Scheduled Full Time Hours Per Week:** Denotes the number of hours an employee is scheduled to work per week and is required for all pay rate types
- **Scheduled Full Time Days Per Week:** Denotes the number of days an employee is scheduled to work per week and is required for the 'daily' pay rate type
- **Total Hours Worked:** Denotes the total number of hours that an employee works during the specified earned period. This information is required only if the employee is a retired annuitant

Note: The earned period of each payroll report record is populated with the earned period from the payroll report, however these dates should be adjusted if the member did not work for the full earned period or if they are reporting an adjustment transaction (i.e., the record period begin and end dates should be modified to reflect a mid-period appointment or separation).

Continued on next page

Payroll Terms and Definitions, continued

Payroll record information

The payroll record is the most common record type. It contains information about an employee's earnings and contributions, which includes information related to an employee's payroll record:

- Transaction type
- Appointment
- Pay rate type (e.g., hourly, daily, monthly)
- Pay rate
- Reportable earnings
- Scheduled full time hours per week (required for all pay rate types)
- Scheduled full time days per week (only applicable for the 'daily' pay rate type)
- Total hours worked (required only if employee is a retired annuitant)
- Special compensation
- Contribution amounts (such as taxed member paid, tax-deferred member paid, and tax-deferred employer paid)

Payroll record statuses

A payroll record will be in one of the following statuses:

- **Pending Validation:** The record's status prior to the record being validated
- **Posted:** The record has been validated, is free of errors and has posted to the member's account
- **Error:** The record been validated and contains an error
- **Valid:** The record has been validated, but has not posted to the employee's account
- **Valid with exceptions:** The record has been validated with warnings

Payroll record transaction types

Each payroll record will have one of the following transaction types to describe the type of contribution, deduction, or adjustment being reported:

- Earned period reporting
- Prior period adjustment
- Earned period - no contribution and no service
- Prior period - no contribution and no service
- Retroactive salary adjustment
- Retroactive special compensation adjustment

Continued on next page

Payroll Terms and Definitions, continued

Payroll record type

Payroll reports (earned period, adjustment, and gap) contain records for individual employees. Each payroll report may contain any of the following type of records:

- Payroll
- Deduction for overpayment receivable
- Service credit purchase deduction

Payroll report statuses

In addition to the 'posted' and 'suspended' statuses, a payroll report can be in one of the following statuses:

- **Pending Release:** The report has not been submitted for processing and all records are in 'pending validation status'
- **Processing:** The report has been submitted and all records are being validated
- **Valid Report:** All records in a test payroll report have been validated and are found to be without errors
- **Posted:** All records have been successfully validated and have posted to member accounts for a non-test report
- **Suspended:** Records in the report have been validated, however, records with errors exist

Payroll records: adjusting

Once a payroll record has posted to a member's account, an adjustment record must be submitted to update or correct the posted information.

Adjustment reports are submitted separately from earned period reports, and can be submitted any time after a record has posted. You can enter adjustment information by:

- Uploading an adjustment report
- Manually entering adjustment record(s)
- Viewing a posted payroll record for an employee and making an adjustment to the posted payroll record
- Entering a prior period adjustment on a current earned period report

Note: Adjustment reports and records are identified by an 'adjustment date' that is the date the adjustment record is created. The prior period's payroll record(s) identifies the earned period that the adjustment record is correcting.

Continued on next page

Payroll Terms and Definitions, continued

Payroll reports: missing

Missing Payroll report (that displays records that are missing and expected to be in the payroll report) is generated by selecting the **Generate Missing Payroll** button that is also located on the *Payroll Report Detail* page.

Reports link can be accessed via the **Common Tasks** left-side navigation menu to generate a Missing Payroll report, which displays all payroll reports that are due and not submitted.

Payroll reporting reports

There are two types of reports you can generate to capture payroll report summary information. This includes the following reports:

- **Report Summary:** Displays a financial summary of the payroll report

- **Missing Payroll:** Displays the missing payroll, service credit purchase, Supplemental Income Plans, and overpayment deduction records that CalPERS expects to be present (and are not) in the report.

Payroll schedule types

You can report payroll on the following four types of payroll schedules:

- Monthly
- Semi-monthly
- Bi-weekly
- Quadri-weekly

Payroll schedule types

Note: If you use different time periods to report employees' earnings and contributions, you may have more than one type of payroll schedule (e.g., when you have optional members that are reported differently than your regular employees or different divisions that report payroll differently).

Posted payroll report records

A posted record is a payroll record that does not have any errors when it is submitted for processing. Once it is "posted," the member's account balance is updated with the newly reported payroll information.

Note: The member can log in to my|CalPERS to view their defined benefit records and Supplemental Income Plans - defined contribution accounts.

Continued on next page

Payroll Terms and Definitions, continued

Prior posted payroll report	The **prior posted payroll report** field displays all payroll earned period reports that have posted to my|CalPERS within the past 12 months. A prior posted payroll report contains all valid records (i.e., contains zero error records and is 100% valid). Only a prior posted payroll report that is 100% valid can be copied forward to a future earned period.
Reporting for enrolled employees only	Payroll records can only be uploaded for employees who are enrolled at the time of the payroll report's submission. If a new employee's enrollment has not been submitted when the payroll report is processed, the employee's payroll record will remain in the pre-processing area with an 'error' status. ***Note:*** This impacts Supplemental Income Plans (SIP) - 457 Plan only agencies, as participants' enrollment should be processed before the SIP report is processed.
Reporting for retired annuitants	Payroll information for retired annuitants is reported using the 'No Contribution and No Service' transaction type (this transaction type is not applicable to JRSI/JRSII members). In addition to using this transaction type, retired annuitants must report pay rate type, pay rate, reportable earnings, and total hours worked for each payroll report record. ***Note:*** An error message displays if a payroll record for a retired annuitant is submitted with incorrect or incomplete information, (i.e. an incorrect transaction type or not reporting hours worked).
Reports with error records	If records with errors (of any specfic type) exist within a report, no records are posted (even if they are valid). my|CalPERS indicates which records are valid or have errors (i.e., a report must have zero errors in order for any records within the report to post.)
Schedule change: approved	Once CalPERS approves or rejects your schedule change, you will receive a notice informing you of the decision. If your request is approved, you will report on the newly requested payroll schedule going forward.

Continued on next page

Payroll Terms and Definitions, continued

Retired annuitant: tracking hours

You will be sent a notification when a retired annuitant's total hours worked for the fiscal year is approaching the 960 hour limit. This notice is sent when the total hours worked equals 800 hours and again when the total hours worked equals 900 hours.

Note: If you are public agency or school, you must submit a resolution to CalPERS to request approval for a retired participant to exceed the 960 hour limit outside of my|CalPERS.

Schedule extension: requesting

You are required to submit your payroll report within 30 days of the last day of the earned period identified in your payroll schedule.

You are then assessed a fee for late payroll reports, but can submit a request to extend the due date of a payroll report in order to avoid this fee.

Note: You are allowed to submit up to one payroll extension request per period. Additionally, the request must be submitted at least 10 days prior to the report due date.

Searching existing reports

Once a payroll report is entered into my|CalPERS, you can enter search criteria to search for records within a payroll report. When search results display you can select individual or multiple records to delete, edit, or process.

Special compensation categories

There are six values for the special compensation category:

- Educational pay
- Incentive pay
- Premium pay
- Special assignment pay
- Statutory items
- Unknown

Note: The 'unknown' special compensation category value is used as a default value when a category is not specified.

Continued on next page

Payroll Terms and Definitions, continued

Special compensation types

There are over 100 types of special compensation that fall within one of the five special compensation categories. You will manually add or delete each special compensation type and amount to an employee's payroll record (an employee's payroll record can contain multiple categories and types of special compensation). Some examples of special compensation types are listed below:

- **Educational incentive** (a type of educational pay)
- **Value of Employer Paid Member Contributions** (a type of incentive pay)
- **Temporary upgrade pay** (a type of premium pay)
- **Bilingual premium** (a type of special assignment pay)
- **Holiday pay** (a type of statutory item)

Note: If a special compensation type is selected that does not exist in your MOU or contract with CalPERS, the record will have a 'valid with exceptions' status as a warning of a potential problem.

Special compensation: managing

You can add, delete, or modify an employee's special compensation (which is in addition to or separate from their pay rate) on *unposted* payroll records (i.e., once a special compensation record is in 'posted' status, an adjustment report can be submitted to correct the record).

Selecting an earned period

Each payroll report is submitted in association with an earned period that is identified by the begin date and end date of the employer's payroll schedule (i.e., an earned period must be selected for each payroll and SIP report submitted to my|CalPERS).

Continued on next page

Payroll Terms and Definitions, continued

Submitting a payroll report using FTP

When submitting a payroll report file using the FTP process, employers will receive a response file that contains any errors that exist within the file. These errors will also display in my|CalPERS (in the pre-processing area). Once the errors are corrected, you can re-submit the file to my|CalPERS using FTP.

Submitting a test report

A test report is submitted by uploading (or sending via FTP) a test file. This is done in the same way that an actual payroll report file is uploaded and submitted. However, when uploading the test report file, you must indicate on the file that it contains test data but will not modify member records.

Note: Once a test report is validated, the records remain in a 'valid' status and are no longer used by my|CalPERS (i.e., test report records will never become posted as actual records to member accounts). If the file contains any errors, the report will remain in 'suspended' status until the errors are corrected and re-submitted. Once all records are validated, the test report is set to a 'valid' status but the records do not post to the members' accounts.

Supplemental Income Plans (SIP)

my|CalPERS is used to report information for each of the Supplemental Income Plans (SIP), this includes the following types of defined contribution plans:

- **457 Plan:** Allows eligible members to invest a portion of their salary to supplement their CalPERS retirement benefit
- **Supplemental Contribution Plan:** Allows eligible state members to supplement their already established CalPERS retirement benefit

Note: The Supplemental Income Plans are *not* related to the Savings Plus Program (SPP), which is administered by the Department of Personnel Administration (DPA).

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Payroll Terms and Definitions, continued

Supplemental Income Plans information: processing

Once a Supplemental Income Plans report is submitted and posted (i.e., 100% error free) in my|CalPERS, billing information is automatically created for you.

You will receive a notice about the contributions amount due to CalPERS. Once you submit a payment for the outstanding balance, mylCalPERS automatically sends the contribution data file to the third party administrator, SIP record keeper; and the funds are wired to SIP custodian, State Street.

Supplemental Income Plans reports

Supplemental Income Plans reports (earned period and adjustment) are sent separately from the payroll reports and contain only Supplemental Income Plans records.

Note: Employers will report SIP contribution information separately from payroll report information; however, if the employer's payroll schedule is the same as the schedule used to submit SIP information, they can submit the reports (payroll and SIP) within the same file.

Supplemental Income Plans view

You can also correct errors within a Supplemental Income Plans (SIP) record by adjusting information related to the member's Supplemental Income Plan (457 & SCP) contributions.

Note: If a member contributes to more than one SIP, the member's contributions for each plan are reported in a separate SIP report, and their records must be adjusted separately.

Transmitting payroll information

There are four options for transmitting payroll information to my|CalPERS:

- File Transfer Protocol (FTP)
- Copy forward a previously posted payroll report
- Manually enter payroll records
- Upload a new payroll report

Updating a record

You can select a payroll report record and update information contained within the record.

Continued on next page

Payroll Terms and Definitions, continued

Updating error records

As mentioned before, all error records must be corrected and resubmitted. You can select a payroll report record and correct errors by adjusting information, such as:

- **Earnings**
- **Contributions**
- **Service credit purchase deduction**
- **Overpayment deduction**

Note: The **View Records** link displays the *View Payroll Records* page. This page allows you to view, select, and update any record(s) within the payroll report.

Updating multiple records individually

You can update multiple employees' records within a report by choosing all of the records you want to modify and selecting the **Edit Selected Records** button. Records are updated one at a time and the next record automatically displays once you save changes.

Note: When updating multiple records, the **Save and Continue** button is selected (instead of **Save & Exit)** to store the updated information and display the next record.

Uploading an adjustment report file

The process for submitting an adjustment report file is similar to the process for uploading a payroll report file. You upload an adjustment report from your computer, the records are validated, and then you can submit the file to correct invalid information that has posted to members' accounts.

Uploading a payroll report file

You can select and upload a file that is located on your local system to my|CalPERS.

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Payroll Terms and Definitions, continued

Validating payroll records with errors

Each payroll record undergoes a series of validations that results in a status change from 'pending validation' to either 'valid', 'valid with exceptions', 'posted', or 'error' (based on the status descriptions above).

Below are some examples of validations that occur that will cause an error upon submission. Each error must be corrected and the record must be resubmitted to change the status to 'valid' or 'posted':

- The record type does not belong in the submitted report (e.g., the 'Supplemental Income Plans Deduction Record' is submitted in a report type of 'Payroll – Earned Period' or 'Payroll – Adjustments' or 'Payroll – Gap')
- The member's earnings in a payroll record are above the IRS Compensation earnings limit. (To resolve this error, any earnings above this limit must be reported without contributions.)
- An incorrect contribution amount is reported, which does not match the statutory and rate plans (e.g., According to the DPA statutory judicial salary by court type, a JRS/JRSII member's contribution should be 8%, but is incorrectly reported at a different rate.)

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Payroll Terms and Definitions, continued

Validations: first and second level

A first level of validations takes place when entering a payroll report file using the File Upload or FTP functionality. In this validation the file is checked against the predefined format and is rejected if the file does not conform to this format. If the file is valid, the payroll information is loaded to the preprocessing area, and the report status is set to 'processing'. At this point a second level of validations for my|CalPERS business rules takes place. After the second level of validation is complete, there are two possibilities:

- **Report has no errors:** Payroll report is automatically processed and posted in system (i.e., the report is in 'posted' status)

- **Report has errors:** Payroll report is suspended (i.e., the report is in 'suspended' status). You can correct and re-submit the corrected payroll information for further processing.

You can view details about the records 'status' in the payroll report only after the report is no longer in the 'processing' status.

When payroll record information is entered manually or the existing information is corrected, the information is saved in the preprocessing area, and level two validations takes place. If there are any errors from the level two validations, you will see the errors immediately and you can correct them before submitting the next record.

Viewing record type statistics

You can view calculations for each record type found in the report, in addition to a summary that totals the statistics for all record types within the report.

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Payroll Terms and Definitions, continued

Viewing report details

You can view payroll report information queried from the preprocessing area that describes the number and type of records that have been submitted. You will see the number of records submitted, the number of records posted, and the records with errors.

These details are highlighted on the *Payroll Report Detail* page:

- **Report statistics:** Displays a count of records that are posted, unposted, and with errors within the report.
- **Posted records:** Displays calculations for records that have been submitted with no errors. These are records that are posted and have been accepted by my|CalPERS.
- **Unposted records:** Displays calculations for records that rejected due to errors or are valid but have been marked as errors because another payroll report record belonging to the participant has an error.
- **Records reported:** Displays calculations for the total number of records contained within a report, including posted and unposted records.

Making Payments Terms and Definitions

Calculate total payment amount button	Once you have entered a quick pay amount for each receivable, you can select the **Calculate Total Payment Amount** button to have my|CalPERS sum all the quick pay amounts.
Confirmation number	Each time you schedule or cancel a payment, a unique confirmation number is issued. ***Note:*** If any information associated with a pending payment is updated, a new confirmation number is issued.
Electronic funds transfer (EFT)	A method of transferring funds electronically between bank accounts to pay receivables. CalPERS uses Citibank's automated clearinghouse (ACH) services to electronically transfer the funds. ***Example:*** When you select to have payments withdrawn from a checking account, an electronic funds transfer is used to move the money from your bank account to CalPERS. ***Two EFT options:*** 1. Debit method, employers will authorize payments via my|CalPERS. 2. Credit method, employers will initiate and authorize payments through their financial institution. The employer must notify the CalPERS Fiscal division. This is <u>not set up</u> via my|CalPERS nor are payments paid using my|CalPERS. This is a new EFT method that will be available at launch. Both debit and credit payments will be viewable in my|CalPERS.
Payment account	The banking account from which funds are withdrawn to make payments on your receivables. Each time you set up a payment for a receivable, the payment is associated to a specific payment account.
Payment accounts for quick pay	When making payments on multiple receivables, you must select from an existing payment account. You cannot add a new payment account. The same payment account is used for all selected receivables.

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Making Payments Terms and Definitions, continued

Payment amount due	Whether making multiple partial payments, a single payment in full, or a payment schedule, you must schedule and authorize the payment prior to 3:00 p.m. Pacific Time on the payment due date.
Payment amounts	Payments can be made toward receivables in any of the following amounts: • **Payment Amount Due:** The amount that is due for the next payment. This is the minimum amount that you must pay by the payment due date • **Unpaid Contribution:** The amount of unpaid employer contributions, which is the difference between the amount you reported as part of the payroll contribution data and the amount you actually paid on the receivable • **Sum of Pending Payments:** The sum of all your pending payments, including receivables with a status of 'pending' and 'in process' • **Remaining Principle Balance:** The principle amount you have left to pay off. This amount is calculated as the original receivable amount minus all payment amounts already made toward the principal balance. For receivables that do accumulate interest, this is the payoff amount. • **Total Remaining Outstanding Balance:** The total amount left to pay off. This amount reflects accumulated interest and all payment amounts to-date. For receivables that accumulate interest, this is the payoff amount. • **Other Amount:** Any other amount that is not an option listed above ***Note:*** Not all of the options are available for all receivables, for example the PA Billing receivable must be paid in full.
Payment authorization date	The day CalPERS is authorized to initiate the payment process for the associated receivable(s). The payment status changes to 'in process' at 3:00 p.m. Pacific Time on this date. ***Note:*** If you select a payment authorization date that is a banking holiday or weekend, my|CalPERS initiates the payment process the next business day.

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Making Payments Terms and Definitions, continued

Payment statuses

The following are the payment statuses used by my|CalPERS:

- **Pending:** The payment has been scheduled but CalPERS has not initiated the payment process. The payment can still be cancelled while it is pending
- **In Process:** CalPERS has initiated the payment process and the payment amount is being withdrawn from the payment account. The payment can no longer be cancelled
- **Posted:** The payment amount has been received by CalPERS
- **Posted NSF:** The payment has been posted as a non-sufficient fund balance
- **Cancelled:** The payment has been cancelled. The payment amount will not be withdrawn from the payment account
- **Due:** Indicates the payment is due but has not yet been paid (applies only to PA billing)
- **Past Due:** The payment is overdue (applies only to PA billing)
- **Paid:** The payment has been received by CalPERS (applies only to PA billing)

Payment verification

Once it has been verified with your financial institution that the funds were successfully transferred to CalPERS, my|CalPERS automatically updates the receivable balance.

Receivable

A financial obligation you have to CalPERS. It is money that you owe and have not yet paid.

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Making Payments Terms and Definitions, continued

Receivable information

The following information about the selected receivable can be viewed on the *Receivable Summary* page:

- The summary section displays details of the receivable you are viewing or managing, including the receivable ID, description, and amount.
- The payment schedule summary section displays details of the payment schedule set up for the receivable (if any), including the scheduled payment amount, the next payment due date, and the interest rate.
- The receivable information section displays details about the receivable balance, including the remaining principal balance, the accrued interest, and the total payments and interest to-date.
- The pending payments section displays detailed information about pending payments (if any).
- The payment information section displays details about the payment options for the receivable, including the payment method and account, and whether automatic payments are set up.

Receivables list

The *Receivables* page lists all your receivables, including open and closed receivables.

Note: This page automatically displays only open receivables when you first view the page. You can change the displayed information by selecting a new **Receivables Status** and/or **Receivable Type** and then the **Display** button.

Receivable types

The following are some common receivable types:

- **Employer Contribution**
- **Golden Handshake**
- **Late Payroll Fee**
- **New Agency Valuation**
- **Public Agency (PA) Billing**
- **Public Agency Valuation (for amendment)**
- **Terminated Agency Billing**
- **Underpayment Employer Contribution**
- **1959 Survivor**